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# Department of Defense DIRECTIVE

February 23, 1989

NUMBER 7250.13

DA&M

SUBJECT : Official Representation Funds (ORFs)

References: (a) DoD Directive 7250.13, subject as above, March 22, 1984  
(hereby canceled)  
(b) DoD Directive 2001.1 previously was canceled by DoD  
Directive 7250.13, March 22, 1984  
(c) Title 10, United States Code, Section 140  
(d) DoD Directive 5210.46, "DoD Building Security for the  
National-Capital Region," January 28, 1982

## A. REISSUANCE AND PURPOSE

This Directive reissues reference (a), and under reference (b) establishes policy, assigns responsibilities, and prescribes procedures governing the use of funds appropriated for official representation purposes throughout the Department of Defense.

## B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS), the Unified and Specified Commands, the Defense Agencies, and the Uniformed Services University of the Health Sciences (USUHS) (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

## C. POLICY

It is DoD policy that:

1. ORFS shall be used to maintain the standing and prestige of the United States by extending official courtesies to guests of the Department of Defense. Authorized guests include distinguished and prominent citizens who have made a substantial contribution to the United States or the Department of Defense, including individuals who are recognized leaders in their fields of expertise; dignitaries and officials of local, county, State, and Federal Governments; and dignitaries and officials from foreign governments.

2. The use of ORFS shall be monitored closely to ensure that expenditures made for social and entertainment purposes comply with socially acceptable mores of American society and that the policy objectives of the United States and the interests of the U.S. taxpayer jointly are served.

3. Records on the use of ORFS shall be maintained on a function-by-function basis to provide data on how and why these funds are used.

#### D. RESPONSIBILITIES

1. The Secretary of Defense, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff (CJCS) shall:

a. Provide overall policy, administration, and approval of expenditures of ORFS within their respective DoD Components and shall ensure that such funds are used for the purposes intended.

b. Authorize use of ORFs for purposes not covered in this Directive if such purposes are consistent with the general guidance herein.

c. Delegate these responsibilities as appropriate. (Internal controls shall be established to ensure that those designees do not have unlimited approval authority.)

2. The Director of Administration and Management, Office of the Secretary of Defense (DA&M)(OSD)):

a. Shall approve ORFS expenditures not to exceed 2,500 dollars for the OSD, the DoD Field Activities, the Defense Agencies, and the USUHS.

b. May delegate the authority to approve expenditures not to exceed 500 dollars to members of the Senior Executive Service (SES) and to the general officers serving in the DoD Components, as specified in paragraph D.2.a., above.

3. The Heads of DoD Components shall:

a. Budget and account for resources necessary to support their ORFs requirements.

b. Finance expenses associated with visits affecting more than one DoD Component, or operated through DoD Executive Agent assignments, as follows:

(1) Expenses incurred in connection with parts of the visit that are to non-DoD installations located in the National Capital Region (NCR) (as defined in DoD Directive 5210.46, Subsection C1., and other points of national interest, which are included in the itinerary as a courtesy to the foreign dignitary, shall be charged to the accounts of the Secretary of Defense or the CJCS .

(2) Expenses incurred in connection with parts of the visit that are to a DoD installation of another DoD Component, or to an industrial facility performing activities related to another DoD Component, shall be charged to the accounts of the DoD Component visited.

(3) The DoD Executive Agents shall bear the administrative costs of performing assigned tasks.

#### E. PROCEDURES

1. DoD Officials Authorized to Be Hosts. Official courtesies on behalf of the U.S. Government may be extended by the Secretary of Defense, the Deputy Secretary of Defense, the Secretaries of the Military Departments, the CJCS,

the Vice Chairman of the JCS, the Under Secretaries of Defense (USDs), the Assistant Secretaries of Defense (ASDs), the Military Service Heads, the Commanders of the Unified and Specified Commands, the Directors of the Defense Agencies, and the President of the USUHS. At their discretion, those DoD officials may delegate the authority to host official functions.

2. Authorized Guests

a. Foreign Dignitaries and Officials

(1) Invitations to foreign dignitaries to visit the United States at the expense of the Department of Defense shall be extended only by the Secretary of Defense, the Deputy Secretary of Defense, the Secretaries of the Military Departments, the CJCS, the Military Service Heads, and the Director of the Defense Intelligence Agency (DIA). To enhance the decision-making process, proposals to invite those authorized guests maximally shall include the planned itinerary and estimated cost data.

(2) Invitations maximally shall be limited to foreign counterparts of the DoD officials (designated in subsection E1., above), their spouses, and no more than two accompanying staff officials. Additionally:

(a) Transportation to and from the continental United States (CONUS) normally shall be the responsibility of the visiting foreign dignitary.

(b) The invitation normally shall be for a period of not more than 10 days.

(c) Lodging, food, and official entertainment costs for the night before and the night after the visit may be paid by the Department of Defense, when approved in advance by the inviting DoD official.

(d) The following guidelines are applicable to leisure activities and entertainment of foreign dignitaries and officials:

1 Lodging and meals, including formal luncheons, dinners, and receptions, are the normal DoD responsibilities, as host, and are not considered leisure activities or entertainment.

2 Leisure activities, entertainment, or both shall be planned to coincide with the military orientation aspect of the visit. Such activities may be provided at DoD expense on an infrequent and modest basis. The term "infrequent" shall be interpreted as once or twice during the visit. The term "modest" shall be interpreted as hospitality that the typical American host, whose rank and position are equal to that of the foreign dignitary, would provide to a special guest during a week's visit in his or her residence.

3 Normally, the following shall not be arranged, unless associated costs are borne by the foreign dignitaries and officials:

a Significant detours or deviations from established itinerary to accommodate leisure activities and entertainment, as requested by the foreign dignitary.

b Activities occurring before and after the official portion of the visit, unless approved in advance by the inviting DoD official.

(e) Military quarters maximally shall be used to house foreign dignitaries and officials. Commercial facilities shall be used only when military quarters are not available or are not suitable for the dignitary or the occasion. In such instances, a statement as to the unavailability or unsuitability of the military quarters shall be obtained and shall be retained as a part of the official records of the visit.

(f) When possible, travel within the United States shall be by U.S. military aircraft.

(g) U.S. personnel traveling with the official party shall be limited to the minimum number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the purpose of the visit.

(h) When desired by the foreign dignitary and in DoD interest, the Washington-based foreign defense or military service attache may be included in the official party at the discretion of the inviting DoD official.

(i) If the inviting DoD official deems it to be in the best DoD interest, he or she may authorize the inclusion of the appropriate U.S. Defense or Military Service Attache in the official party.

(j) Foreign dignitaries who are not DoD invited guests may be hosted under section C., above.

**b. Authorized Guests Residing in the United States**

(1) Official courtesies may be offered to Federal, State, county, and local dignitaries and officials such as the President and the Vice President of the United States, members of the Cabinet, members and professional staff personnel of Congress, governors of States, mayors of cities, citizens' committees, other distinguished or prominent citizens who have made a substantial contribution to the nation or to the Department of Defense, and members of the news media on certain occasions. ORFs also may be used for official entertainment incident to visits by U.S. vessels to foreign ports and visits by foreign vessels to U.S. ports.

(2) Official courtesies normally shall include costs of luncheons, dinners, receptions, mementos, and participation expenses at DoD-sponsored events. Other expenses, such as those authorized for foreign dignitaries and officials, may be approved on specific justification.

3. General Guidance. -The guidelines listed in paragraphs E.3.a. and E.3.b., below, are not all-inclusive, but are indicative of the items for which ORFs may or may not be used. Sound judgment and discretion shall be used by all DoD personnel involved in the planning, approving, and conducting of functions using ORFs.

a. Expenses of the official party, including authorized U.S. escort officers and interpreters, may be paid for the following:

- (1) Lodging.
- (2) Meals and refreshments.
- (3) Gratuities for services rendered by non-Government personnel.
- (4) Official communications made by U.S. escort personnel that relate directly to the official visit.
- (5) Valet services; i.e., laundry and dry cleaning, which normally would not have been incurred except for travel associated with the official visit.
- (6) Entertainment; i.e., theaters, sports activities and events, concerts, and sightseeing tours.
- (7) Taxi fares and rental vehicle fees; when Government transportation is not available.
- (8) Gifts and mementos under the following conditions:
  - (a) DoD officials designated in subsection E-1., above, may present gifts and mementos funded by ORFS.
  - (b) Other officials may present gifts only in extenuating circumstances if specifically authorized in writing by one of the officials designated in subsection E. 1., above.
  - (c) No one gift costing more than 180 dollars may be purchased or presented.
  - (d) The aggregate cost of gifts presented by any one DoD official to any one authorized guest may not exceed 18.0 dollars.

b. Expenses may not be paid for the following:

- (1) "Personal items, such as clothing, toilet articles, cigarettes, hair and beauty care, shoeshines, and souvenirs.
- (2) Long-distance telephone calls, originated by the authorized--guest, except when directly related to the purpose of the visit.
- (3) Gifts or flowers to be presented by the authorized guests.
- (4) Christmas, greeting, or calling cards.
- (5) Expenses for retirement ceremonies. for DoD personnel and change-of-command ceremonies, except for those specifically approved in advance by the Secretary of Defense, the Deputy Secretary of Defense, the Secretary of the Military Department concerned, or the CJCS.

(6) Classified projects for intelligence purposes.

(7) Expenses solely for entertainment of DoD personnel, except that minimally required to extend official courtesies to those DoD officials listed in the enclosure, when they are on official visits to the field.

(8) Payment of membership fees or dues.

(9) Any portion of any event that is eligible for sponsorship with welfare and recreation funds, except expenses of authorized guests.

(10) Repairs, maintenance, and renovation projects to enhance the appearance of DoD facilities.

c. To ensure that official entertainment costs are kept to a minimum, the following guidelines for ratios of DoD personnel (including spouses) to authorized guests should be observed. Desirable ratios are as follows:

(1) In parties of less than 30 persons, a minimum of approximately 20 percent should be honored or distinguished guests and members of their party.

(2) In parties of 30 or more persons, a minimum of approximately 50 percent should be honored or distinguished guests and members of their party.

d. To the extent practicable, complete guest lists of proposed attendees to distinguish DoD personnel from those of the guest party shall be provided during the approval process. Such lists shall be revised after the function has been held to show those in actual attendance. Reasonable efforts shall be made to ensure that ratios of DoD personnel to authorized guests, as outlined in paragraph E.3.c., above, are maintained based on the actual attendance list.

e. DoD personnel in excess of the ratios in paragraph E.3.c., above, may attend functions by paying a pro rata share of the total expenses. Such attendance shall be recorded as a separate part of the official guest list furnished for the event. DoD personnel shall not be required to pay pro rata shares of total expenses, when ratios are distorted by an authorized guest's failure to attend the function.

f. To ensure the integrity of the congressional limitation on emergency and extraordinary expenses, the following procedures shall be observed:

(1) Expenses incurred solely because of the authorized representation functions shall be charged to official representation costs that are a part of the emergency and extraordinary limitation.

(2) Other costs, such as salaries, travel, and transportation of DoD personnel and airplane fuel, shall be charged to the normal appropriation legally available for such purposes.

(3) To simplify accounting for ORFS, normal costs occasionally may be charged to the congressional limitations. However, under no circumstances may expenses be charged to regular funds to avoid the limitation.

g. All DoD personnel authorized to expend ORFS shall monitor personally the use of such funds to ensure the highest order of propriety and integrity of all expenditures.

h. Fund availability shall be verified before the use of ORFs.

4. The DoD Executive Agents

a. When visits of foreign dignitaries and officials have DoD-wide implications and benefits, it may be necessary to direct one of the Military Department Secretaries or the DoD Agency Directors to act as the DoD Executive Agent for the visit.

b. The DoD Executive Secretary and the Director of the Joint Staff hereby are authorized to task, on behalf of the Secretary of Defense and the CJCS, a Military Department Secretary or the Director of a DoD Agency to act as the DoD Executive Agent. Tasking shall be in writing and shall include available guidance on DoD activities, contractor facilities, and national points of interest to be visited as well as any deviations from normal policy that may have been approved by the host DoD Component. The DoD Executive Agent taskings, to the extent possible, shall be done on a rotating basis among the Military Department Secretaries and affected DoD Agency Directors.

c. On request by the authorities designated in paragraph E.4.b., above, the Secretaries of the Military Departments and the Directors of the DoD Agencies shall serve as DoD Executive Agents for making support service arrangements for specified visits.

F. INFORMATION REQUIREMENTS

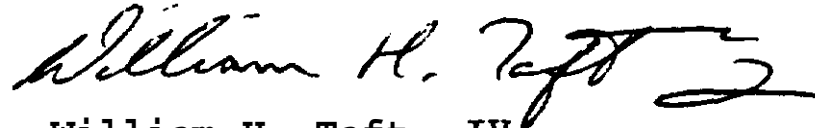
1. The Military Departments shall submit a quarterly listing of all expenditures of ORFS to the Deputy Comptroller (Program/Budget) (DC(P/B)), the Comptroller of the Department of Defense (C,DoD), not later than 31 calendar days following the close of the quarter being reported. That listing is an item included in the "Emergency and Extraordinary Expenses Report," which is assigned Report Control Symbol DD-COMP(Q)1390.

2. The OSD, the JCS, the Defense Agencies, and the USUHS shall submit listings to the DA&M(OSD).

3. The Heads of DoD Components having responsibility for administering ORFS under this Directive shall establish appropriate internal reporting systems to enable them to perform a continuing review of the purposes for which ORFS have been used within their respective DoD Components.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Director of Administration and Management, Office of the Secretary of Defense, within 120 days.



William H. Taft, IV  
Deputy Secretary of Defense

Enclosure

DoD Officials Eligible for Official Courtesies on Official Visits to the Field



DoD OFFICIALS ELIGIBLE FOR  
OFFICIAL COURTESIES ON OFFICIAL VISITS  
TO THE FIELD

OSD

Secretary of Defense and Deputy Secretary of Defense  
Under Secretaries of Defense  
Assistant Secretaries of Defense  
Comptroller of the Department of Defense (C, DoD)  
General Counsel of the Department of Defense (GC, DoD)  
Inspector General of the Department of Defense (IG, DoD)  
Assistants to the Secretary of Defense

Joint Chiefs of Staff

CJCS  
Vice Chairman, JCS  
Director, Joint Staff  
Unified and Specified Commanders  
Deputy Commander in Chief, Europe (DCINCEUR)

Military Departments

Secretaries, Under Secretaries, and Assistant  
Secretaries of the Military Departments  
Chiefs and Vice Chiefs of Staff of the Army and .  
Air Force  
Chief and Vice Chief of Naval Operations  
Commandant and Assistant Commandant of the Marine Corps

Defense Agencies

Directors, Defense Agencies

President, USUHS